

Early/School-age Care and Education Professional's Classes

REGISTRATION INFORMATION

**ATTENTION! REGISTRATION PROCEDURES HAVE CHANGED!
PLEASE REVIEW CAREFULLY!**

The new Office of Early Childhood Development, a part of the Virginia Department of Social Services, provides classes throughout the Commonwealth of Virginia for early/school-age care and education professionals. This catalog includes the following:

- Classes for the Fall 2008 Semester – including a pull-out calendar of classes by region
- Additional Educational Opportunities
- Virginia Professional Development Career Lattice – pull-out document

The VDSS training catalog may also be viewed at http://www.dss.virginia.gov/family/cc/development_catalog.cgi. These classes are open to early/school-age care and education professionals from:

- Licensed child day centers
- Religiously exempt child day centers
- Certified preschools
- Head Start programs
- Licensed family day homes
- Family day homes approved by a family day system
- Voluntarily registered family day homes
- Unregulated child care providers paid by local departments of social services
- Public school preschool programs
- Other early/school-age care and education professionals

NEW REGISTRATION PROCEDURES AND PAYMENT OPTIONS

Tips

- Carefully review the catalog and the **new** registration procedures and payment options.
- Use the fold-out of the Fall 2008 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the VDSS Class Registration Form as needed and **complete one form per participant.**
(Please note this is a change!)

To Register for Classes by Mail

- Complete the VDSS Class Registration Form (**one per participant**).
- Make a copy of the completed VDSS Class Registration Form for your records before you mail it!
- Mail the form with your payment made payable to:

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)

ATTN: Child Care Classes (NR)
P.O. Box 85622
Richmond, VA 23285-5622

- CCWA will mail class confirmation letters and directions once registrations have been received.
- If the class is filled or your registration arrives late, your payment will be returned to you.
- A \$15 fee will be charged on checks returned for insufficient funds.

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To Register for Classes by Fax (Credit Card Payments Only!)

- Fax your completed Registration Form (credit card payment information must be completed) to: (804) 371-3414

To Register ONLINE (Credit Card Payments Only!)

- GO TO www.ccwa.vccs.edu
- Click on the tab on the left side of the screen: **VDSS Child Care Training**
- Select your class
- Complete the Online Registration Form (credit card payment information must be completed)
- Click Submit

NOTE: Registration forms and payments must be received by CCWA no later than one week prior to the class date. No late registration will be accepted. CCWA will mail out class confirmation letters once registrations have been received.

Attending Classes

- You must bring your class confirmation letter to the class in order to be admitted and to receive a certificate.
- **Do not attend the class unless you receive a confirmation letter.**
- If you have not received a confirmation letter at least one week prior to the class date, please call the CCWA office at (804) 523-2298 or email VDSSclasses@ccwa.vccs.edu.
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will not be admitted.
- If you are unable to attend or plan to send a substitute in your place, please call the CCWA office as soon as possible at (804) 523-2298.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Participants bringing children will not be admitted.

Refunds

Participants may withdraw up to five business days before the class is scheduled to begin and receive a refund. No refunds are provided after this time. **To withdraw from a class, you must notify CCWA in writing.** Refund checks come from the Virginia State Treasury office and generally **will take six weeks to process.**

Cancelled Classes

Each class is offered on the condition of adequate enrollment; CCWA reserves the right to cancel or discontinue any class because of low enrollment or for other reasons deemed sufficient. CCWA reserves the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities. **If a class is cancelled by VDSS or CCWA, a credit will be issued toward a future class.**

NEW! Continuing Education Units (CEUs)

In addition to the clock hours you will earn for each class, all VDSS early/school-age care and education professional's classes now offer CEUs. The number of CEUs awarded depends upon successful class completion and varies according to class length. 0.1 CEU is awarded for each hour of actual instruction (e.g., a 4-hour class = 0.4 CEUs).

The Community College Workforce Alliance (CCWA) is a partnership between J. Sargeant Reynolds Community College and John Tyler Community College to serve the workforce and economic development needs of the region.

TRAINING CLASSES AND FEES FOR FALL 2008

	TOPIC/TITLE	COURSE NUMBER	FEES PER PERSON	PAGE NUMBER
	Ages and Stages of Development for Infants and Toddlers (4 hours)	CHLD 2011	\$10.00	Page 12
NEW	Children and Nature: Habitat Play Areas for Child Care Professionals (6 hours)	CHLD 2021	\$25.00	Page 12
	Creating an Appropriate Learning Environment for Infants and Toddlers (4 hours)	CHLD 2012	\$10.00	Page 13
	Every Teacher is a Brain Surgeon – Exploring Brain Development – Part 1 (4 hours)	HLTH 2124	\$10.00	Page 13
NEW	Growing Wild with Your Class (6 hours)	CHLD 2020	\$25.00	Page 14
	Guiding the Behaviors of Infants and Toddlers (4 hours)	CHLD 2014	\$10.00	Page 14
	Nurturing Productive Partnerships with Parents (4 hours)	CHLD 2006	\$10.00	Page 15
	Observation and Recording: It's Not Always Obvious (4 hours)	CHLD 2007	\$10.00	Page 15
	Planning Activities for Infants and Toddlers (4 hours)	CHLD 2013	\$10.00	Page 16
REVISED	Playground Safety (3 hours)	CHLD 2019	\$10.00	Page 16
REVISED	Preventing Injuries in the Child Care Environment (4 hours)	CHLD 2009	\$10.00	Page 17
	Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills (4 hours)	CHLD 2008	\$10.00	Page 17

VDSS CLASS REGISTRATION FORM

Name. Last: _____ First: _____ Full Middle: _____

Date of Birth: Month: _____ Day: _____ Year: _____ Gender: ☐ Male ☐ Female

Have you ever attended or been employed by a Virginia community college? ☐ Yes ☐ No If yes, please provide your EMPLID: _____

Are you a U.S. citizen? ☐ Yes ☐ No If no, what is your country of citizenship? _____

What is your current citizenship status with the United States? ☐ Not in the United States ☐ I am requesting visa status

Residency status: ☐ Alien Permanent ☐ Alien Temporary ☐ Naturalized

Is English your native language? ☐ Yes ☐ No

Racial / ethnic group (optional): ☐ American Indian ☐ Asian or Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐ Other: _____

E-mail address: _____ Home phone: (_____) _____

Home address: _____

City: _____ State: _____ Zip: _____

City or county of residence: _____

Employer business name: _____

Employer business phone: (_____) _____, extension: _____ Business fax: (_____) _____

Employer business address: _____ City: _____ State: _____ Zip: _____

Please enroll me in the following early/school-age care and education professional's class(es):

Course Number	Registration No.	Course Title	Date	Location	Cost
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Payment Information

☐ Check (make payable to CCWA)

☐ Credit Card ☐ Visa ☐ MasterCard Credit card #: _____ Expiration date: _____

Cardholder's name (please print): _____

Agency / corporate card? ☐ No ☐ Yes Employer name: _____ EIN no: _____

*Social Security number: _____ - _____ - _____

Mail the form with your payment made payable to:

Community College Workforce Alliance (CCWA)
ATTN: Child Care Classes (NR)
P.O. Box 85622
Richmond, VA 23286-8814

OR

Fax this form with credit card information to: (804) 371-3414.

For questions, please call CCWA at (804) 523-2298 or email VDSSclasses@ccwa.vccs.edu. To view the catalog, visit the Virginia Department of Social Services Web site at http://www.dss.virginia.gov/family/cc/development_catalog.cgi.

*SSN is required in order to register per Section 6050S of the Restructuring and Reform Act of 1998. The VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.